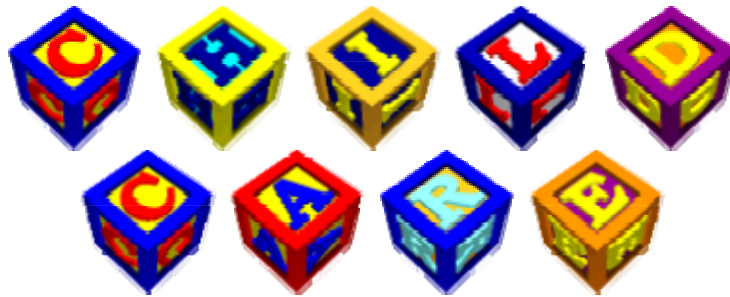


DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



COMMUNITY CARE LICENSING DIVISION



UPDATE

July 2005

Greetings to the Child Care Community

This is the third Update for 2005 and we are in the twelfth year of our efforts to keep the child care community informed about licensing programs and services. The Updates continue to be an important method for sharing information. We appreciate your support in sharing these Updates with those in your organization and others interested in child care issues.

Those of you who receive these Updates via email can find the topic of your choice in each Update without having to scroll down. Just put your cursor over the blue highlighted subject heading that you wish to review, hold down the control and shift buttons at the same time, and you will be taken to that area of the Update.

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CHILD CARE LICENSING WEBSITE UPDATE

We have made some modifications to the new Child Care Licensing website. If you would like to see this website, please go to www.cclcd.ca.gov, and then click on “[New Child Care Licensing Website](#).”

We have added important information that applicants need to know before signing up for an orientation. To see this information, while on the Child Care Licensing web page, click on “[Family Child Care Home Licensing](#)”. The link can be found in two places on the page: either in the gray area on the left-hand side of the page, or at the bottom of the page. When you get to the Family Child Care Home (FCCH) Licensing web page, scroll down to the middle of the page and click on the blue link: “[Pre-Orientation Registration Information](#)”.

Statewide Orientation Schedules for Child Care Centers (CCC) and FCCHs are now available online, including information regarding how to sign up for an orientation, fees, etc. To see this information, click on “[Orientation Schedules](#)” in the grey area on the left side of the page. There are also links to the “[County Offices That License Family Child Care Homes](#)” and “[Orientation Schedules for County Licensed Family Child Care Homes](#).”

The [Application Instructions for a Family Child Care Home License \(LIC 279A\)](#) has been updated and is now available online. The LIC 279A now includes links to each form that must be submitted with the application. You can access this from the “[Family Child Care Home Licensing](#)” web page (scroll down to the bottom of the page), or from the main [Community Care Licensing web page](#) and by clicking on “[Licensing Forms](#)” in the gray area on the left.

We will continue to keep you posted regarding website improvements in future Updates. Please let us know if there is anything we can do to make the website more user friendly.

ONLINE FEE PAYMENTS

CCLD is planning to expand its payment options to licensees by accepting credit card payments on-line. In the near future, a small pilot group consisting of FCCHs licensed by the River City Child Care Regional Office will receive passwords, user IDs and the necessary web address in their bills. Once we have completed the pilot project, we look forward to expanding this payment option to all others.

FAMILY CHILD CARE HOME ORIENTATIONS

Anyone planning to attend a FCCH Orientation, must now download and print the [Family Child Care Home Regulation Highlights](#) and all of the forms contained in the [Application Instructions for a Family Child Care Home License \(LIC 279A\)](#). To access these documents, please click on the preceding blue links. *You must bring all of these forms to the orientation. These documents are not available from the Department of Social Services (DSS) Warehouse.*

AVAILABILITY OF TITLE 22 LICENSING REQUIREMENTS

The Title 22 licensing requirements are no longer available from the DSS Warehouse. To access the licensing requirements, go to the Community Care Licensing Division (CCLD) website and click on "[Title 22 Regulations](#)." If you would like a hard copy, you may print one from this site. Be sure to have plenty of paper in your printer!

You can read a short summary of the FCCH requirements by clicking here: [Family Child Care Home Regulation Highlights](#). You can read a short summary of the CCC requirements by clicking here: [Child Care Center Regulation Highlights](#). The Regulation Highlights are not available from the DSS Warehouse. If you would like a hard copy of the highlights, you may print one from these sites.

FREQUENTLY ASKED QUESTIONS REGARDING FINGERPRINTING

CCLD continually receives questions regarding fingerprinting requirements and the process. Therefore, we have attached to this Update a very helpful document which answers [Frequently Asked Questions](#) regarding fingerprinting. This document is also available on the main CCLD web page, "Information regarding the Background Check Process."

CIVIL PENALTY INCREASE FOR BACKGROUND CHECK VIOLATIONS

Child Care Licensing Regional Offices (RO) have been receiving a large number of appeals regarding \$500 civil penalties (CP). This is a reminder that a law was passed last year, (Assembly Bill 1240, Chapter 653, Statutes of 2004), which increased the CP for allowing an individual who does not have a criminal record clearance or exemption, to work or reside in a licensed facility. The previous immediate \$100 per individual CP was increased to an immediate \$100 per day per individual CP, *for a maximum of 5 days for the first violation and a maximum of 30 days for subsequent violations.*

NOTIFICATION OF CHANGE OF PHONE NUMBERS

We would like to remind licensees of the importance of reporting to the RO or county licensing agency any changes to your facility's telephone number. It is extremely important that we have current facility telephone numbers, not only for the purpose of contacting licensees, but also to ensure that we can provide accurate information to food programs and local Resource and Referral (R&R) Agencies.

REGULATION PACKAGES

Records Removal and Reproduction Regulations: These proposed regulations clarify and delineate the Department's authority to inspect, audit, and copy client or facility records upon demand during normal business hours; and to remove them if necessary for copying. They also contain safeguards to prohibit the removal of health-related records (unless duplicate information is available); establish standards for the removal and return of records; and cut across facility categories. The public hearing was held on June 16, 2004, in Sacramento. No substantive changes were made to the regulations as a result of public comment. These proposed regulations are now approved by the Office of Administrative Law (OAL) and became effective June 8, 2005.

FCCH Reporting Requirements and Family Child Care Consumer Awareness Information: Current FCCH regulations include requirements that licensees need to follow in order to provide care for children in FCCHs, but do not include requirements for such licensees to report unusual incidents and injuries or alterations to existing buildings or grounds.

These Regulations establish and specify reporting requirements for FCCH licensees pursuant to Assembly Bill 685, Chapter 679, Statutes of 2001. The regulations will require licensees to notify parents/authorized representatives and the California DSS of any unusual incident or injury to any child while in care in a licensed FCCH. These

regulations also include reporting requirements to enhance the health and safety of children in care. Additionally, these regulations require licensees to provide the [Family Child Care Consumer Awareness Information, LIC 9212](#), to the parent/authorized representative of children at the time of their admission into a FCCH.

In July, 2003, a letter was sent to all FCCH Licensees describing the unusual incidents or injuries that must be reported to the CDSS along with a copy of the LIC 624B, Unusual Incident/Injury Report –FCCH. FCCH licensees are required to continue reporting incidents or injuries in accordance with instructions in the July, 2003 letter, until regulations are adopted. You may contact your local RO for a copy of the All Licensee Letter. You may obtain a copy of the LIC 624B and the PUB 72 by visiting the CCLD website at www.cclcd.ca.gov, and clicking on “Licensing Forms”.

Proposed regulations, the status of proposed regulations, and information regarding hearings is available on the [Office of Regulations Development](#) Website. Click on the following blue link for information specific to regulations for: [Family Child Care Home Reporting Requirements and Family Child Care Consumer Awareness Information](#).

CHANGE OF OFFICE COVERAGE

Coverage of Child Care Licensing Programs for Alpine County has been transferred from the Fresno Child Care RO to the River City Child Care RO. The River City Child Care RO Manager is Charles Boatman. The telephone number for the River City RO is (916) 229-4530.

SUMMER SAFETY

Here’s our hot tip for this July Update. The topic this quarter is on Sun and Skin. Remember, more than half of all new cancers are skin cancers. Healthy skin care begins at childhood. We encourage licensees to use sunscreen on children! Title 22 licensing regulations, Section 101226(e) (4), Health-Related Services, requires CCCs to obtain written approval or instructions from parents prior to administering non-prescription medication to children in care. Sunscreen is considered a non-prescription medication. The approval or instructions must be maintained in the child’s file. It is recommended that the same precautions be followed for FCCHs.

In addition, we cannot stress enough the importance of close supervision of children around bodies of water, use of appropriate flotation devices, and preventing access to bodies of water through appropriate fencing and covers for pools and appropriate locks on doors and windows. Please review the related [Title 22 licensing requirements](#): CCCs, Sections 101238, Building and Grounds; and 101238.5, Wading Pools. For FCCHs, please review Section 102417.

Please take a moment to review important summer safety tips by clicking on the following blue links: [American Academy of Pediatrics](#) and [Sun and Skin](#).

MANDATED CHILD ABUSE REPORTERS

We would like to remind you that the laws regarding child abuse mandate that those professions identified as “Care Custodians” and “Mandated Reporters” report any known or suspected instance of physical or sexual abuse of any child to a Child Protective Agency, including law enforcement. All mandated reporters are required to complete the [Statement Acknowledging Requirement to Report Child Abuse \(LIC 9108\)](#). Licensees must keep the signed forms on file.

For your information, the California Institute on Human Services, Sonoma State University, offers a variety of free online training modules focused on child abuse mandated reporting. Their website is: www.sonoma.edu/cihs/mr/.

LICENSED CHILD CARE STATISTICS

Click [here](#) for the most recent statistics on licensed child care facilities and capacities. Further breakouts by category and location are available.

SUMMARY

If you have questions about items included in this Update, or suggestions for future topics, please contact Melissa Miller, Program Administrator, Child Care Program Office, at (916) 229-4500. You may also visit our internet website at www.cclid.ca.gov to obtain copies of licensing Updates, office locations, provider letters, regulations, forms, the Licensing Evaluator Manual, or to learn more about licensing programs and services.

Sincerely,

JO FREDERICK
Deputy Director
Community Care Licensing Division

Enclosures